



POSTION DESCRIPTION

JOB TITLE:	Program Coordinator	DEPARTMENT:	Community Outreach
FLSA STATUS:	Non-Exempt	LOCATION:	Branson
DATE:	1/30/2026	REPORTS TO:	Community Outreach Manager

JOB SUMMARY

The Program Coordinator (0.8 FTE) is responsible for planning, implementing, monitoring, and reporting activities for the Building Communities for Better Health (BCBH): Reducing Chronic Diseases Program in Taney County. This initiative aims to improve chronic disease-related health outcomes by engaging the community in developing and implementing a prevention plan that addresses social drivers of health through policy, system, and environmental (PSE) changes. The Program Coordinator ensures contract deliverables are met and fosters collaboration among stakeholders to reduce chronic disease burden in Taney County.

ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES

- ❖ **Program Management Activities**
 - Oversee planning, implementation, and evaluation of program activities in alignment with contractual requirements.
 - Monitor progress toward deliverables and prepare timely reports for funders and stakeholders.
 - Ensure compliance with program requirements and maintain accurate documentation.
- ❖ **Community Outreach, Engagement & Partnership Development Activities**
 - Build and maintain relationships with local public health agencies, community organizations, and other stakeholders in Taney County.
 - Facilitate community-driven processes to identify priorities and develop a chronic disease prevention plan.
 - Provide guidance to local partners on chronic disease prevention strategies.
 - Promote best practices for addressing social drivers of health and reducing health disparities.
 - Coordinate meetings, trainings, and collaborative activities within Taney County.
 - Support implementation of strategies that promote sustainable health improvements.
 - Participate in community meetings and events to share public health information and resources.
 - Prepare and deliver presentations, reports, and updates as needed.

TCHD GENERAL PUBLIC HEALTH RESPONSIBILITIES

- Must engage in the TCHD Strategic plan including development, planning and implementation
- Must incorporate TCHD core values of caring, protecting and serving into everyday responsibilities
- Must facilitate Continuous Quality Improvement at TCHD by promoting, planning, and/or implementing.
- Must facilitate planning and execution of your division Performance management goals.
- Must establish individual performance and professional goals and must accomplish these goals on a yearly basis
- Must take a core competency assessment every 3 years and must establish and create and complete a training plan for improvement.

EDUCATION & RELATED EXPERIENCE

- Bachelor's degree in communications, health education, community health, or a health-related field.
- 2 years of experience in program coordination, contract/grant management, or public health initiatives preferred.
- Valid Missouri Driver License and daily access to a reliable and insured vehicle.
- Must be able to drive to multiple locations, community meetings, and trainings

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of chronic disease prevention and associated risk factors
- Experience engaging communities and stakeholders in health improvement strategies
- Strong project management skills
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent team player
- Strong analytical and problem-solving skills including conflict resolution
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

PHYSICAL REQUIREMENTS [please edit any below]

PHYSICAL TASK	PHYSICAL REQUIREMENTS	FREQUENCY
Sitting	Must be able to remain in a stationary position for long periods of time.	Frequently
Standing	Must be able to remain in a vertical or upright position for long periods of time.	Frequently
Walking	Must be able to move about the work area, from one area to another to perform duties and assist clients.	Frequently

Lifting	Must be able to raise up to 20 pounds of supplies from a lower to a higher position or horizontally from position to position.	Occasionally
Carrying	Must be able to move 20 pounds of documents, supplies, and other equipment from one area to another.	Occasionally
Reaching	Must be able to extend upper extremities in an upward or downward direction to pick up files, work supplies, or other items.	Occasionally
Seeing	Must have visual acuity to make observations and work on a computer.	Constantly
Talking	Must be able to communicate verbally with co-workers, clients, and the general public to exchange information, respond to questions, and solve problems.	Constantly
Hearing	Must be able to receive information through oral communication.	Constantly

WORKING CONDITIONS

Most duties are performed in an office environment. The office work environment is usually a well-lighted environmentally controlled indoor environment with a moderate level of noise. Work hours may vary depending on the operational activities and required duties. The Director may at times have to address urgent issues outside of regular working hours.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an “at-will” basis and may be terminated at any time. Consistent with all federal and state disability laws, the Taney County Health Department will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship to the organization.

I have read and understood this position description.

Employee Signature

Date

Manager Signature

Date